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SUBJECT: Questions Regarding the Survey of Agency Publications

1. How deep into the publications field does the DCI want us to go?
 - a. Regular fixed time publications; i.e., daily, weekly, etc.
 - b. Publications with no fixed time, but either in a series or a result of planned research.
 - c. All publications circulated outside of CIA.
 - d. All publications circulated within CIA (strongly recommend against this). The various components of CIA best know what other components need and a free flow of intra-Agency intelligence is to be encouraged. The directorates themselves can control this.
2. Does the DCI expect us to go beyond the evaluations of need, duplication-consolidation, etc., submitted by the directorates? This would require a full-time committee, relieved of all other responsibility. It would require research in depth since review of only one copy of a publication is not only unfair to the producing component, but to the Intelligence Community as a whole because it could result in a wrong conclusion. At present we are obtaining reasons why the publication was initiated, whether it is duplicated, basis for determining that it is needed plus manpower used in preparing it, and cost of printing. We also are obtaining the distribution list of each publication.

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3. Routine evaluation by customers if of very little use because:

- a. They haven't time.
- b. They haven't the incentive to check in depth because they know in advance that a high majority of publications serve a useful purpose.
- c. The best way of judging need, value, and duplication of a publication seems to be:

- (1) Requests from other departments and agencies for additional copies.

- (2) Resistance by other departments and agencies to cutting the number of copies they get.

- (3) Calls and discussions between the producers and customers.

4. How deep does the DCI want us to go in having readily available to him the recipients of the publications? For example:

- a. Top levels in Government.
- b. Top field distribution.
- c. Total distribution.

In 4.a. above, we can never be sure that a high level official actually sees the publication. We can tell the DCI the channel used; i.e., the

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individual who got the Secretary of State or Defense copy or whether the copy was transmitted to the Secretary by a letter of transmittal.

5. The distribution list for many publications is nearly as long as the publication itself, or in some instances longer.

a. Would a digest (tabbed by publication), readily available in the DCI's office, serve the purpose? or

b. Could we print a distribution list for each publication which could be attached prior to delivery to him.

Is either of these alternatives satisfactory? It is understood that one of the above alternatives is proposed only when the list is lengthy, otherwise it will be printed on the last page of the publication.

c. Would the DCI like to know the publications which are transmitted by letter? This can be done by attaching a memorandum to the front or back of the publication.

The point is that we can do anything the DCI wants; however printing the list as part of some publications will be costly and time-consuming.

6. The dissemination of raw intelligence by the DDP has never been regarded as publications and we think quite properly should be excluded from this survey.

7. The production of NPIC is not really finished intelligence and needs added study. We recommend that we do not review NPIC production. We will, however, make the distribution readily available to the DCI through either of the alternatives set out for other publications.

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Title	Frequency of Publication	Man hours or days per year	Cost of Publication	Distribution	Brief description of the nature of the publication. Who originated the request for it? What has been done to determine if it is really needed and used by the recipients; i.e. is it of value to only one or two specific desks or components as contrasted to all the recipients? To what extent is it duplicated in other publications or vice versa? Is this duplication justified? Can it be merged with any other publication or vice versa without loss of value? Is its production under the jurisdiction of a USIB committee?